

**CONFIDENTIAL**

ADM-10.7

DD/S&T 1404-64

20 MAY 1964

**MEMORANDUM FOR:** Assistant Director/Computer Services  
Assistant Director/ELINT  
Deputy Assistant Director/Research  
and Development  
Assistant Director/Scientific Intelligence  
Assistant Director/Special Activities  
Director/Foreign Missile & Space Analysis  
Center

**SUBJECT:** Coordination on Information or Action  
Requests from Offices of the DCI, DDCI,  
Executive Director or Other Deputy  
Directors

Henceforth, all communications calling for information, coordination, or action received by addressees from any of the offices listed will be considered as a request on the Directorate itself. Accordingly, they will be handled in the following manner:

a. If receipt of the request by the action office does not clearly indicate that the matter also has been made known to the Office of the DD/S&T, the addressees will take immediate action to make the request a matter of record with the Executive Officer.

b. If the nature of the request calls for a reply in writing, that reply will be sent to the requesting office through the Office of the DD/S&T.

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c. If the matter is so handled that a verbal reply is indicated as being sufficient, the proposed reply will be coordinated with either Dr. Wheelon,

25X1

ALBERT D. WHEELON  
Deputy Director  
for  
Science and Technology

Distribution:

- 1 - AD/CS
- 1 - AD/ELINT
- 1 - DAD/R&D
- 1 - AD/SI
- 1 - AD/SA
- 1 - D/FMSAC
- 1 - Dr. Wheelon
- 1 -
- 2 - DD/S&T Files

EO/DD/S&T:  (19 May 1964)

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